



Religious Program Specialist 3 & 2 Training Series

Module II—Logistic Support and Financial Control

Only one answer sheet is included in the NRTC. Reproduce the required number of sheets you need or get answer sheets from your ESO or designated officer.

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Specific Instructions and Errata for the
Rate Training Manual/Training Manual (TRAMAN)
and Nonresident Career Course/Nonresident
Training Course (NRTC)
Religious Program Specialist 3&2
Module II (Logistic Support and Financial Management)
NAVEDTRA 287-02-45-81

No attempt has been made to issue corrections for errors in typing, punctuation, etc., which are obvious to the enrollee and do not affect the student's ability to answer the questions.

Nonresident Career Course/Nonresident Training Course (NRTC),
NAVEDTRA 287-02-45-81

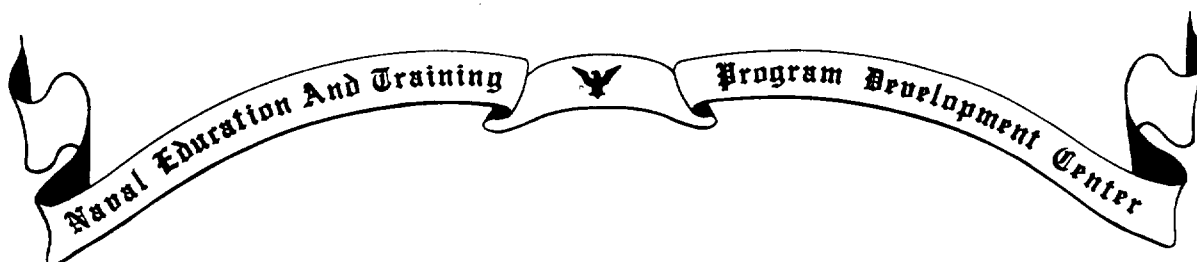
Delete all of assignment #4 (Questions 4-1 through 4-75).
Assignment #4 need not be completed to complete the course.

Rate Training Manual/Training Manual (TRAMAN),
NAVEDTRA 287-02-45-81

Page 4-1 through page 5-71: Disregard the information on these pages. The information is not completely accurate and may be misleading. Further information concerning nonappropriated funds will be provided by the Office of the Chief of Naval Operations (OP-09G) in the future. Questions pertaining to this information have been deleted above.



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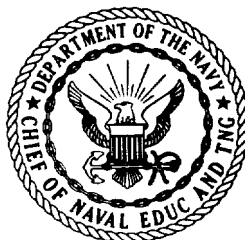
RELIGIOUS PROGRAM SPECIALIST

3 & 2

MODULE II

LOGISTIC SUPPORT AND FINANCIAL CONTROL

NAVEDTRA 287-02-45-81



*1981 Edition Prepared by
RPCS Robert W. Wilford*



PREFACE

Rate Training Manuals and Nonresident Career Courses (RTMs/NRCCs) form a self-study package that will enable naval enlisted personnel to fulfill the requirements for advancement. Religious Program Specialists (RPs) must be able to perform a variety of duties in support of the Command Religious Program aboard ship and at shore installations. In order to render the best possible support, RPs must be able to perform the specific tasks that are defined by each individual occupational standard.

Since the RP rating was recently established on 16 January 1979, it was decided that three separate modules would be developed to cover the occupational standards for *RP 3 & 2* instead of one RTM, Module II is designed for individual study and not formal classroom instruction, and it provides subject matter that relates to certain specific occupational standards for *RP 3 & 2*. The NRCC provides a way of satisfying the requirements for completing this module. Assignments in the NRCC include learning objectives and supporting items designed to lead the student through the module in a systematic manner.

This module and the corresponding NRCC were prepared by the Naval Education and Training Program Development Center, Pensacola, Florida, for the Chief of Naval Education and Training. Technical assistance was provided by the Office of the Chief of Chaplains (OP-O1H).

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THE UNITED STATES NAVY

GUARDIAN OF OUR COUNTRY

The United States Navy is responsible for maintaining control of the sea and is a ready force on watch at home and overseas, capable of strong action to preserve the peace or of instant offensive action to win in war.

It is upon the maintenance of this control that our country's glorious future depends; the United States Navy exists to make it so.

WE SERVE WITH HONOR

Tradition, valor, and victory are the Navy's heritage from the past. To these may be added dedication, discipline, and vigilance as the watchwords of the present and the future.

At home or on distant stations we serve with pride, confident in the respect of our country, our shipmates, and our families.

Our responsibilities sober us; our adversities strengthen us.

Service to God and Country is our special privilege. We serve with honor.

THE FUTURE OF THE NAVY

The Navy will always employ new weapons, new techniques, and greater power to protect and defend the United States on the sea, under the sea, and in the air.

Now and in the future, control of the sea gives the United States her greatest advantage for the maintenance of peace and for victory in war.

Mobility, surprise, dispersal, and offensive power are the keynotes of the new Navy. The roots of the Navy lie in a strong belief in the future, in continued dedication to our tasks, and in reflection on our heritage from the past.

Never have our opportunities and our responsibilities been greater.

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RELIGIOUS PROGRAM SPECIALIST TRAINING COURSE AND NONRESIDENT CAREER COURSE

The *Religious Program Specialist 3 & 2* training course is divided into three modules as follows:

Module I —Personnel Support

Module II —Logistic Support and
Financial Control

Module III —Administration

Each module will be sent as an initial distribution to all commands as it is printed. Additional copies may be requested from Navy Publications and Forms Center, Philadelphia, PA.

A Religious Program Specialist must complete all three modules (once available) before the RP 3 & 2 training course can be considered complete for any training or advancement requirements.

MODULE SUMMARIES

Module I—Personnel Support, NAVEDTRA 287-01-45-82. This module will deal with background information on the major

religions of the world; how to rig and care for religious facilities, equipment, and liturgical appointments; how to serve as sacristan; how to maintain the shipboard, ecclesiastical, and religious music libraries; the care and operation of audiovisual equipment; the preparation and distribution of publicity, devotional, and religious materials; and how to provide information and referral assistance.

Module II—Logistic Support and Financial Control, NAVEDTRA 287-02-45-81. This module will deal with procuring, providing, and inventorying materials necessary for the support of the Command Religious Program (CRP); the preparation of procurement and reimbursement documents; the maintenance of departmental budget records and operating targets; and maintaining records for a CRP chapel fund.

Module III—Administration, NAVEDTRA 287-03-45-82. This module will deal with receptionist duties; typing and filing correspondence, directives, and interview records; operating office equipment; maintaining a reports control system, tickler and cross-reference files; using proper grammar and punctuation; and carrying out the disposal, stowage, and transmission of obsolete files and records.

CHAPTER 1

THE RELIGIOUS PROGRAM SPECIALIST

The Religious Program Specialist (RP) rating was established on 15 January 1979, and is designed to provide Navy chaplains with professional support personnel who are skilled in religious programming and administration. Approximately two-thirds of the tasks RPs are trained to perform are in the area of religious programming. The remaining tasks are of a

clerical nature. Figure II-1-1 shows a brief general description of the duties that the RP will perform. RP personnel, unlike chaplains, are combatants and have responsibility for the chaplain's safety when assigned to units engaged in combat.

It is important to note that personnel selected for the RP rating are limited to performing

RELIGIOUS PROGRAM SPECIALIST DUTIES	
Determine religious program support requirements.	Assist in preparation of devotional and religious education materials.
Assist in management of religious programs and facilities.	Assist in the supervision of the office of the chaplain.
Maintain records of nonappropriated chapel funds.	Coordinate volunteer religious programs.
Maintain records of appropriated funds and property accounts in support of religious programs.	Train personnel in support of religious programs.
Serve as chapel fund administrators and account custodians for nonappropriated funds.	Instruct personnel in methods of religious education.
Maintain ecclesiastical documents.	Maintain liaison with ecclesiastical and community agencies.
Requisition, receive, maintain, and safeguard ecclesiastical equipment and supplies.	Maintain shipboard libraries.
	Perform administrative, clerical, and secretarial duties.

Figure II-1-1.—Duties of the Religious Program Specialist.

religious program tasks which do not require ordination or licensing. Even though members of the rating are required to support chaplains and persons of all faith groups, a Religious Program Specialist does not conduct worship services, administer sacraments and ordinances, or function as a pastoral counselor. RPs cannot exercise any of the ministerial functions of a clergyperson or Navy chaplain.

This module provides information that is directly related to certain occupational standards for RP3 and RP2. Module I (*Personnel Support*) and Module III (*Administration*) are also under development and will provide information on the remainder of the occupational standards for RP3 and RP2 not covered in this module. Occupational standards comprise the tasks that enlisted personnel must accomplish in order to meet the Navy's requirements. These occupational requirements form the basis for personnel training, advancement, and distribution. It is important to remember that

occupational standards are minimum standards representing the lowest level of skill that all personnel must possess in order to function effectively at a given rate. Figure II-1-2 shows the specific occupational standards for RP3 and RP2 that will be discussed in this module.

Rate training manuals are revised periodically to conform with official publications, directives, documents, and instructions on which they are based. RPs should always refer to the official sources in the performance of their duties. Rate training manuals are primarily developed to help applicants prepare for advancement to the next highest paygrade. However, the personnel who prepare the fleet-wide examinations for advancement will always use the most recent material in writing examination questions. This is one important reason the RP should stay completely informed on any changes that occur in official publications.

To assist personnel in studying for advancement, the *Bibliography for Advancement Study*

OCCUPATIONAL STANDARDS FOR RP 3 & 2 (MODULE II)		
RATE	OCCUPATIONAL STANDARD NUMBER	DESCRIPTION OF STANDARD
RP3	52007	MAINTAIN FINANCIAL AND PROPERTY CONTROL RECORDS
RP2	52008	PREPARE DOCUMENTS FOR PROCUREMENT AND REIMBURSEMENT OF AUXILIARY AND CONTRACT CHAPLAINS
RP2	52024	MAINTAIN OPERATING TARGET (OPTAR) RECORDS AND DEPARTMENTAL BUDGET RECORDS
RP3	54636	REQUISITION SUPPLIES AND EQUIPMENT
RP3	54637	INVENTORY SUPPLIES AND EQUIPMENT

Figure II-1-2.—RP 3 & 2 (Module II) Occupational Standards.

(NAVEDTRA 10052) is revised and issued each year by the Chief of Naval Education and Training. Figure II-1-3 shows the front cover of this publication for calendar year 1982. The RP should check with the personnel in the local command's educational services office to ensure that this bibliography is current and readily available for use in the Command Religious Program (CRP).

Since this module is the first material developed for the RP rating, the remainder of this chapter will be devoted to describing: the Chaplain Corps, military chapels and their origin, the CRP at a shore installation and aboard ship, the history of the Religious Program Specialist rating, RP skills and knowledge, RP duty stations, and CRP terminology. This background information is provided in order to better understand the place of the RP rating in today's Navy.

THE CHAPLAIN CORPS

The second article of *Navy Regulations* was adopted by the Continental Congress on 28 November 1775 and made provision for divine services afloat. It reads:

"The Commander of the ships of the thirteen United Colonies are to take care that divine service be performed twice a day on board, and a sermon preached on Sundays, unless bad weather or other extraordinary accidents prevent."

Although chaplains are not specifically mentioned in this article, it is obvious that Congress intended that the clergy be placed on board naval vessels to conduct worship services.

A Congregational minister, the Reverend Edwards Brooks, was the first chaplain to serve in the Continental Navy. He reported aboard the *Hancock* in the spring of 1777 and was subsequently captured by the British in May 1777. Sometime later he was exchanged for a captured British chaplain.

The Reverend William Balch was commissioned a chaplain in the United States Navy on 30 October 1799. He is considered to be the first commissioned chaplain of the United States

Navy. However, there is clear evidence that William Austin was serving as a chaplain without a commission aboard the *Constitution* nearly a year before Reverend Balch reported for duty. Since the practice of using unordained men as chaplains was common in the early days of the Navy, it is not known whether Mr. Austin was an ordained minister. However, since he performed duties as a chaplain and was listed in the official records of the ship, it appears that the distinction of being the first United States Navy chaplain belongs to him.

During this period, Navy chaplains were expected to serve as teachers of various subjects as well as perform ministerial functions. In answer to an inquiry made by a member of Congress regarding the duties of a Navy chaplain, the Secretary of the Navy on 21 February 1811 wrote:

"The duties of a chaplain in the Navy are to read prayers at stated periods; to perform all funeral ceremonies; to lecture or preach to the crew on Sundays; to instruct the midshipmen and volunteers in writing, arithmetic, navigation, and lunar observations, and when required to teach other youths of the ship."

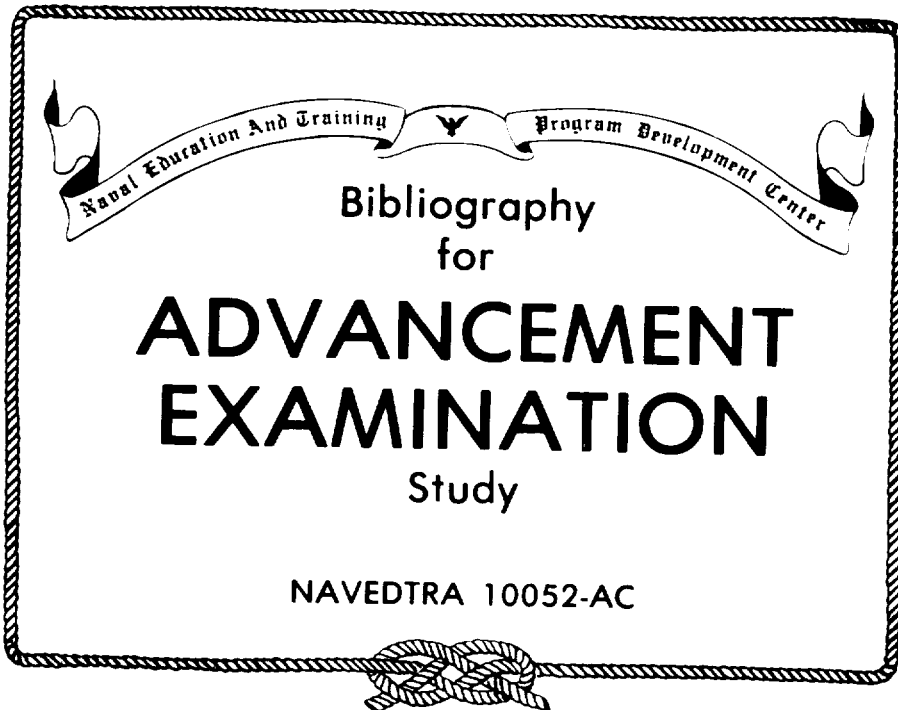
This statement summarizes the regulations which had been set forth in 1802. Therefore, it is obvious that the main burden of preparing junior officers for their future duties rested upon chaplains. This trend continued until the Government established the Naval Academy at Annapolis in 1845.

After the establishment of the Naval Academy, chaplains began to devote more attention to their ministerial duties rather than to teaching midshipmen. However, the regulations of 1939 shown in figure II-1-4 clearly indicate that (he chaplain was expected to assist personnel who were deficient in certain academic subjects (item number 5 in the figure). The duties of the chaplain were not significantly modified during World War II.

This module is not designed to cover the complete history of the Chaplain Corps. However, it is important for the RP to know that Navy chaplains have distinguished themselves in several professional areas throughout United States history. The foregoing

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Edition



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(SEE INTRODUCTION FOR USNR EXCEPTIONS)**

Figure II-1.3.—Front Cover of Calendar Year 1982 Bibliography for Advancement Study (NAVEDTRA 10052-AC).

NAVY REGULATIONS (1939)

The chaplain shall----

(1) Perform divine services aboard his own ship when prescribed by the commanding officer.

(2) Perform divine services aboard other ships and at shore stations and naval hospitals when directed by the senior officer present.

(3) Facilitate performance of divine service by clergymen of churches other than his own as directed by his commanding officer.

(4) Form voluntary classes for religious instruction as directed by the commanding officer.

(5) Supervise instruction of those deficient in elementary subjects, reporting quarterly in writing to his commanding officer on the character, hours, and progress of instruction given each individual so instructed,

(6) Visit the sick daily or oftener unless their condition renders these visits inadvisable.

(7) At quarters, reports to his battle station as directed by the commanding officer, who shall assign the chaplain a station where at he may attend the wounded.

(8) At daily quarters, report his presence aboard to the executive officer.

(9) As required by section 1398 R. S., report annually to the Secretary of the Navy (via official channels) all official services performed by him.

(10) As provided by section 1397 R. S., conduct public worship according to the manner and form of his own church.

(11) He shall, in case of sickness, death, or other emergency call on the homes of men whose families reside in the vicinity of the ship. In addition to emergency calls, he shall, when occasion offers, make such calls on families as he may deem desirable for the development of a sense of interest by the ship in the welfare of the men and of families.

(12) Report to the Bureau of Naval Personnel all marriages, funerals, and baptisms at which he officiates, giving names, dates, and places.

Figure II-1-4.—Navy Regulations (1939) Outlining Duties of a Navy Chaplain.

account shows the importance that has been placed on the chaplaincy in the Navy.

There are three correspondence courses that provide a detailed history of the Chaplain Corps. These courses are: *History of the Chaplain Corps, Part I* (presents the history of the Chaplain Corps from the days of the

Continental Navy to 8 September 1939); *History of the Chaplain Corps, Part II* (continues the history of the Chaplain Corps through 1949); and, *History of the Chaplain Corps, Part III* (presents the history of the Chaplain Corps during the Korean War). The personnel in the command's educational services office will order

these courses upon request. The remainder of the discussion on the Chaplain Corps in this module will be centered on present-day concerns.

PURPOSE OF THE CHAPLAIN CORPS

The purpose of the Navy Chaplain Corps, which is comprised of representatives of the various religious bodies of the United States, is to provide professional guidance to the Department of the Navy and to promote the spiritual, religious, moral, and personal well-being of members of that establishment by providing the ministries appropriate to their rights and needs. This may involve providing ministries to dependents and other authorized individuals. The chaplain's ministries normally include conducting worship services, liturgy, and rites; providing religious education and pastoral ministries; organizing spiritual renewal activities; and, participating in humanitarian projects.

Quotas for Navy chaplains are established by Government authority based upon the overall national population for the various faith groups. The right of these groups to establish standards for their clergy seeking commissioning as naval officers in the staff corps (Chaplain Corps) is recognized by the Navy. This approval is referred to as an ecclesiastical endorsement. The Navy Department will not commission or call to active duty any clergy person who has not received an ecclesiastical endorsement. A candidate for commissioning in the Chaplain Corps, in addition to ecclesiastical endorsement, must have completed 4 years of undergraduate study in an accredited college or university, and must possess a Master of Divinity degree or an equivalent theological degree. Candidates must also meet the required age and physical qualifications.

MISSION OF THE CHIEF OF CHAPLAINS

Respect and custom established the unofficial title "Chief of Chaplains" prior to its official establishment by an Act of Congress on 22 December 1944. Since March 1945, the

Navy's Chaplain Corps has been headed by a Chief of Chaplains with the rank of rear admiral. The Chief of Chaplains is selected from among the rear admirals of the Chaplain Corps on active duty and is assigned to the Office of the Chief of Naval Operations. The mission of the Chief of Chaplains is delineated in figure II-1-5.

THE MILITARY CHAPEL

Of all the buildings located on a military base, the chapel is unique in that its architectural form generally reveals its function. It is important to note that chapel facilities are Government property and are not controlled or regulated by the religious bodies of America. Their purpose is to support a Command Religious Program (CRP) in the following ways: (1) the maintenance of morale; and, (2) the preservation of the right of military personnel to the free exercise of religion. The commanding officer has authority to utilize buildings designated as chapels for a multitude of religious, command, and civil activities. Normally the command

MISSION OF THE CHIEF OF CHAPLAINS
To advise the Secretary of the Navy, the Chief of Naval Operations, the Deputy Chief of Naval Operations (Manpower, Personnel and Training), and senior echelon officials of the Navy, Marine Corps, and Coast Guard in matters and policies pertaining to the religious and moral well-being to military personnel; to represent the department of the Navy to the religious bodies of the nation; to direct the development of plans, policy, programs, and requirements necessary to support the ministry of religion; and, to act so that naval personnel are not deprived of their right to the free exercise of religion.

Figure II-1-5.—Mission of the Chief of Chaplains,

chaplain serves as an advisor to the commanding officer on the use of chapel facilities. The RP assists the command chaplain in ensuring that Department of Defense policy and local command directives are followed concerning the proper utilization of chapel spaces.

THE COMMAND RELIGIOUS PROGRAM AT A SHORE INSTALLATION

The Navy Department makes a continual effort to provide its personnel with the same opportunities for practicing their religious beliefs as civilians enjoy in their communities. Many factors affect the extent to which this can be accomplished. Budget allocations, along with the size, location, and nature of the naval activity are some of these important factors. The funding responsibility for the logistics support of religious programs in the naval service is set forth in SECNAVINST 1730.5.

CHAPEL FACILITIES

Almost all shore installations have at least one fully equipped chapel facility for use by all religious groups represented by command personnel. Services are usually conducted in the theater, auditorium, or some other convenient place when no chapel facilities are available.

DIVINE SERVICES

Larger shore installations provide a full schedule of services on Sundays and weekdays. This enables command personnel to attend the services of their choice. These installations normally have a minimum of two chaplains assigned, one of which is likely to be a Roman Catholic priest. Chaplains conduct public worship according to the manner and form of their own particular faith group. They may wear the vestments of that liturgical tradition as appropriate. Personnel are encouraged to attend services in communities near the installation when their particular faith group is not represented aboard the command; or, the commanding officer may invite a civilian clergy-person to conduct services on the station to meet the needs of these individuals.

CHORAL ACTIVITIES

Choral groups composed of service personnel and their dependents often provide music for religious services and other programs on the station. These groups may also appear in community programs including performances for radio and television.

SPECIAL RELIGIOUS SERVICES

Chaplains offer various religious ministries to command personnel and their dependents in addition to regular worship services. Some of these special ministries are: baptisms, weddings, communion services, ministry to the sick and dying, and funeral services. The Religious Program Specialist assists assigned chaplains primarily through the scheduling of these and similar activities; and, by ensuring that each service is set up properly for the chaplain.

ADVISORY ROLE OF THE CHAPLAIN

The chaplain is a key officer in promoting (he religious and general well-being of command personnel as an advisor to the commanding officer on religious and morale matters. Collateral duties are properly confined to the field of religion and morale so as not to interfere with the primary duties of the chaplain. An example of an appropriate collateral duty is the responsibility to furnish the commanding officer with information to assist in paying proper respect to the religious institutions and customs of various foreign countries. Chaplains need to be informed concerning local religious beliefs and value systems in order to perform this collateral duty. The RP may be tasked by the chaplain to research the religious beliefs of a particular country in order to lend support in determining the proper respect that needs to be rendered.

COMMAND CHAPLAIN

The ranking (senior) chaplain is usually designated as the command chaplain where more than one chaplain is assigned to a command. Besides advising the command on matters pertaining to religion and morale, the command chaplain supervises the ministries of all other

chaplains assigned to the unit. These chaplains are referred to as assistant chaplains. Also, the command chaplain performs duties similar to a department head or division officer in relation to managing RPs and other enlisted personnel that may be assigned duties in the office of the chaplain.

PASTORAL COUNSELING

The chaplain is concerned with the well-being of all command personnel and their families and is available to counsel and advise individuals on religious, personal, and morale matters as well as other areas of concern. In the performance of their duties, chaplains visit personnel and their families to assist in times of bereavement, domestic crisis, and on occasions when religious guidance is requested. The chaplain maintains liaison with community, social, religious, health, and welfare agencies and makes these resources available to military families when requested. It is imperative that the RP maintain a current listing of resource agencies in order to ensure that referral information is continually available for the chaplain.

RELIGIOUS EDUCATION

Religious education programs for military personnel and their dependents have traditionally been provided at commands whenever a substantial dependent population existed. Unity and continuity in such religious education is made difficult by frequent transfers of military families. The various and unique denominational requirements also influence the religious education programs that are provided for dependent children of military personnel. For these reasons, the Navy, Army, and Air Force make available religious education curricula and materials designed especially for military religious education programs. The curriculum for dependent children at Navy and Marine Corps shore activities is usually selected from the following three resource guides:

Cooperative Protestant Religious Education Curriculum, a Catholic Curriculum and Resource Guide, and a Unified Jewish Religious Education Curriculum. The materials described

in these resource guides are selected from publishing houses supervised by members of the Armed Forces Chaplains Board. The RP will probably be tasked by the command chaplain to obtain material from these three sources in order to provide a standardized religious education program for command personnel and their dependents.

RELIGIOUS LITERATURE

The command usually has a supply of religious literature in book and pamphlet form available for use by its personnel. Pamphlet racks containing such literature are likely to be found at the entrance to the chapel, in the offices of the chaplain and RP, and at other convenient places. Many stations also have libraries with sections devoted to religious books and novels.

THE COMMAND RELIGIOUS PROGRAM ABOARD SHIP

It is expected that those personnel who are serving aboard naval vessels will have religious programs made available on a regular basis; this includes providing the sacraments and ordinances of their faith groups. A variety of arrangements have been made to ensure that naval personnel are afforded the right to the ministrations of their religion. Chaplains are assigned to specific ships and squadrons to provide this ministry. The chaplain may also be transferred to other ships to conduct worship services when operations permit. The Navy Department is now assigning RPs to ships with chaplains to provide professional support in the areas of religious programming and administration.

When a ship with only one chaplain is in port, the chaplain provides services for personnel of other faith groups by arranging to have other chaplains or civilian clergy invited aboard to conduct services or by sponsoring church parties. At sea, the chaplain provides for those of other faiths primarily by supervising lay leadership programs for these groups.

Special kits containing prayer books, recorded sacred music, and other equipment have

been developed to support the Command Religious Program at sea. The RP needs to be familiar with the ordering procedures for obtaining any materials that may be necessary to support the CRP aboard ship.

HISTORY OF THE RELIGIOUS PROGRAM SPECIALIST (RP) RATING

As previously stated, the Religious Program Specialist (RP) rating was officially established on 15 January 1979. However, the concept of chaplain's assistant dates back to 1878 when a committee of chaplains recommended to the Navy Department that a chaplain's assistant be assigned to each ship that had a chaplain assigned. This assistant would have been a schoolmaster who could play organ music and lead singing. Although the recommendation was not adopted, the idea was given support by successive generations of chaplains.

THE CHAPLAIN'S SPECIALIST

Early in 1942 the Navy Department took the first steps which led to the establishment of the "Specialist (W)" rating for chaplain's assistant. The (W) referred to welfare and it was decided that this rate would be established only for the duration of World War II. The first officially designated chaplain's assistant in the history of the Navy was W. Everett Hendricks who was authorized to enlist on 23 April 1942 with the rating of Specialist (W) first class. Hendricks was assigned to duty in the chaplain's office of the Naval Training Station, Great Lakes, Illinois. He was a talented musician and choir leader and had much to do with the success of the famed Great Lakes' Bluejacket Choir.

The first publicity that was given to the new rating by the Bureau of Naval Personnel (now Naval Military Personnel Command) actually appeared in a directive dated 25 June 1942 addressed to the Navy Recruiting Service. Eleven specialist ratings were identified in this directive including Welfare or chaplain's assistant. Those interested in Specialist (W) were directed to obtain information regarding specific qualifications from the Chief of Chaplains.

This directive was followed by a circular prepared and distributed by the Chaplains Division which outlined the required qualifications for Specialist (W). A college education was identified as being desirable for applicants but not absolutely necessary. Every Specialist (W) had to be able to play the piano and organ for religious services and other gatherings. Also, the Specialist (W) was expected to be a competent choir director.

Just as RPs today cannot exercise any of the ministerial functions of a clergyperson, a Specialist (W) was not expected to serve as a religious leader. The circular stated specifically that the specialist should be willing to serve anywhere and under any conditions.

Accepted applicants under 25 years of age were given a third class rating; those between 25 and 28 were given second class; and, those over 28 were given a first class rating. Those personnel who enlisted directly into the rating were sent to a training station for naval indoctrination before being assigned duties with a chaplain.

The Bureau of Naval Personnel ruled against Specialists (W) serving aboard ship. It was decided that they would be used only within the limits of the continental United States and at selected overseas bases. RPs today are afforded a greater variety of duty assignments including serving aboard numerous types of naval vessels.

The possibility of having Specialists (W) assigned throughout the Naval Shore Establishment was greeted with enthusiasm by Navy chaplains. Because of the constant transfer of personnel, chaplains had found it extremely difficult to maintain qualified musicians at their commands. The assignment of Specialists (W) helped to solve this problem and chaplains throughout the Navy hastened to help qualified applicants become Specialists (W).

Selection and Training of Specialists

Most of the applicants for Specialist (W) had backgrounds as music teachers, professional musicians, or as church ministers-of-music. Many were also graduates of the leading schools of music in the country. Initially, these specialists received their training directly from the chaplains; however, this system proved to be inadequate. In the fall of 1942 as part of an

experiment, Specialists (W) started attending some of the classes at the Chaplains' School located in Norfolk, Virginia. This experiment was so successful that the Chaplains Division decided to require all new Specialists (W) to take a course of indoctrination at the Chaplains' School.

The 8-week course of indoctrination for Specialist (W) training at the Chaplains' School included instruction in: naval etiquette; naval correspondence; clerical procedures; choir organization; rehearsal procedures; Navy Relief; music for Protestant, Roman Catholic, and Jewish services; military weddings and funerals; and, some practical application in shorthand and typing. Many of these same or similar subjects are being taught in the RP "A" school today located at Keesler Air Force Base, Biloxi, Mississippi.

Between April 1942 and August 1945, the Bureau of Naval Personnel selected 509 applicants for the Specialist (W) rating out of 1,455 applications. Approximately 350 of the specialist selectees attended the indoctrination course at the Chaplains' School. This training helped Specialist (W) petty officers to advance quite rapidly. Alfred R. Markin was advanced to Chief Specialist (W) on 29 February 1944 and is recognized as being the first individual to receive this rating. A total of 30 Specialists (W) were advanced to chief petty officer and most of these senior petty officers were assigned to large training centers and in the offices of District, Force, and Fleet Chaplains.

Women also distinguished themselves as Specialists (W) during the war. Thirty-eight "WAVES" were selected to serve in the rating. Virginia T. Moore was the first woman to be selected as a Specialist (W) and was subsequently assigned duty in November 1943 in Washington, DC. The first "WAVES" to attend the Chaplains' School in June 1944 were recognized as highly motivated, dedicated, and conscientious students.

The first member of the Coast Guard to receive the rate of Specialist (W) was Emil Zemanel in November 1943. Thirty-five men and 12 women of the Coast Guard were assigned this rating and 30 of these individuals attended the Chaplain's School. The Coast Guard assigned some of the men of this rating to ships.

Specialists With the Marines

In February 1942, before the Navy had taken action in regard to Specialists (W), the Marine Corps established a rating known as Chaplain's Assistant (SSN534). The first Marine to receive the new classification was Gilbert Dean Arnold, who was made a master technical sergeant, the equivalent of a chief petty officer in the Navy. Thirty-five members of the Marine Corps Women's Reserve became Chaplain's Assistants in addition to the 105 active duty Marines. Unlike the Navy and Coast Guard who instituted the Specialist (W) as a wartime measure, the Marine Corps announced that it intended to retain its rating of Chaplain's Assistant after the war.

Performance Appraisal of Specialists (W)

Chaplains' correspondence contains many references attributed specifically to the outstanding work of the Specialist (W). As a chaplain's assistant, the specialist took care of many details relating to worship services. This included preparing worship folders and bulletins, sending out publicity, rigging chapel spaces, and providing instrumental or vocal music for services. Also, the Specialist (W) was made available to provide special music for funerals, weddings, and for other occasions.

Since Specialists (W) often served as managers of the chaplain's office, they were called upon to answer many questions from sailors and their dependents. An efficient assistant was able to answer many routine inquiries, thus relieving the chaplain for other important duties and problems.

Chaplains who knew from experience the value of Specialists (W) often had occasion to voice their opinions concerning the lack of such assistants when transferred to ships or stations where this rate was not assigned.

After the war was over, Specialists (W) began to disappear from the offices and worship services of the chaplains. In spite of the desire of the Chaplains Division to retain this rating, the Department of the Navy decided that Specialist (W) was an emergency rating only. Upon the loss of these trained assistants, chaplains found themselves having to return to prewar practices

in obtaining such musical talent as might be found in their respective units. Such assistance often had to be obtained from outside sources.

The Navy Department inaugurated a new rating structure on 1 April 1948. Among the new general service ratings that were established was the rating of "Personnel Men." Members of this rating were assigned personnel administration duties in various offices including the chaplain's office. Personnel of this rating who had a job classification as chaplain's assistant could be assigned duty with chaplains.

YEOMAN CHAPLAIN'S PROFESSIONAL ASSISTANT (YN-252S)

Until 1979, personnel of the Yeoman rating were often designated as the "Chaplain's Clerk (YN-2525)" to assist the chaplain in conducting the Command Religious Program. Figure II-1-6 describes the duties of the YN-2525 Chaplain's Professional Assistant designation.

Chaplains had to justify the need for a YN-2525 billet before a Yeoman would normally be assigned to the office of the chaplain. This proved to be a time-consuming process and placed the CRP in direct competition with other command departments for the services of personnel. Often unqualified personnel (those lacking the YN-2525 designation) were assigned to the office of the chaplain as temporary solutions to manning problems.

Many of the individuals who worked in the office of the chaplain, those with the YN-2525

designation and those without this designation, performed admirably under difficult circumstances. However, the pursuit of a permanent rating to assist the chaplain in managing the Command Religious Program remained a primary goal of the Chief of Chaplains.

RELIGIOUS PROGRAM SPECIALISTS

The 101-year quest for a permanent chaplain's assistant rating was finally realized on 15 January 1979 when the Secretary of the Navy approved the establishment of the Religious Program Specialist (RP) rating. Stringent selection requirements were set and personnel requesting lateral conversion from one rate to the RP rating had to be interviewed and recommended by a Navy chaplain. After the chaplain recommended an individual for the RP rating, the commanding officer also had to recommend the applicant. Personnel requesting conversion to RP had to be a high school graduate or have a GED equivalent; be eligible for access to classified information; demonstrate support of the Navy's equal opportunity program; have no speech impediments and have demonstrated the ability to write effectively; have no conviction in civilian or military court within the past 3 years; and, be willing to support persons of all faith groups. These requirements have not changed since the establishment of the rate. It is obvious that a person must be trustworthy, dedicated, and quite conscientious in order to serve as a Religious Program Specialist.

YN-2525 DESCRIPTION OF DUTIES

YN-2525 Chaplain's Professional Assistant

Assists Chaplain by promoting the religious program and performing administrative duties. Prepares correspondence, requisitions, purchase orders, reports, and religious documents. Maintains material, fund, and interview records. Publishes schedules of services and programs. Schedules chaplain appointments and keeps log of events. Operates office and audiovisual equipment. Protects privileged communications. Maintains chapel equipment and supplies. Supervises rigging according to designed liturgical practice. Follows the liturgical calendar and uses ecclesiastical titles and terms.

Figure II-1-6.—Description of Duties for Chaplain's Professional Assistant (YN-2525).

On 9 May 1979, the Chief of Naval Operations approved the RP rating insignia which is shown in figure II-1-7. It consists of a compass, globe, and an anchor. The compass suggests the direction which religion gives to life; the globe symbolizes that religious ministries are available throughout the world; and, the anchor indicates that religious support is provided continually for personnel of the naval services.

RP SKILLS AND KNOWLEDGE

The enlisted career pattern for RPs is shown in figure II-1-8. Personnel who meet certain specific requirements may apply for commissioning to Warrant Officer Ship's Clerk (741X) and/or to Limited Duty Officer Administration (641X). It is important for individuals to prepare early in their careers for these officer programs.

Figure II-1-9 shows the occupational standards for RP3; figure II-1-10 shows the occupational standards for RP2; figure II-1-11 shows the occupational standards for RP1; and figure II-1-12 shows the occupational standards for RPC, RPCS, and RPCM. As indicated by these



Figure II-1-7.—Religious Program Specialist Rating Insignia.

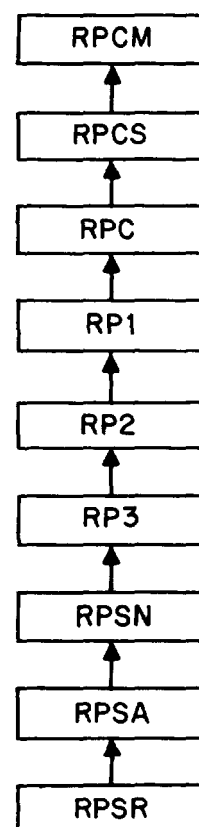


Figure II-1-8.—Career Pattern For Religious Program Specialist.

four figures, individuals must possess greater knowledge and skill as they move up the “enlisted ladder.” Greater knowledge and skill may be acquired through a number of sources including RP “A” and “C” schools; other Navy schools such as leadership, career counselor, and instructor training; correspondence courses; college courses; seminars; and, most important, on-the-job training supervised by Navy chaplains and senior RPs.

RPs are responsible for meeting the specific requirements of their present rate. They are also required to meet the occupational standard requirements of all the rates leading to their present rate. For example, an RP1 must be able to meet the requirements for RP3, RP2, and RP1 in order to perform at a satisfactory level as a first class petty officer.

RELIGIOUS PROGRAM SPECIALIST THIRD CLASS (RP3)

38 ADMINISTRATION

38605 FILE RECORDS AND CORRESPONDENCE

38824 PERFORM RECEPTIONIST DUTIES

38825 OPERATE OFFICE EQUIPMENT

38826 TYPE AT 30 WORDS PER MINUTE

38832 TYPE AND ROUTE CORRESPONDENCE AND MESSAGES

38835 INITIATE JOB ORDERS AND WORK REQUESTS

38837 PREPARE AND PROCESS ADMINISTRATIVE, OPERATIONAL AND ECCLESIASTICAL RECORDS AND REPORTS

38838 PREPARE SCHEDULE OF RELIGIOUS FACILITIES USAGE

38839 TRANSCRIBE CHAPLAIN INTERVIEW RECORDS

38845 PREPARE WORSHIP BULLETINS

38847 TYPE DIRECTIVES

46 PUBLICATIONS

46002 MAINTAIN ECCLESIASTICAL REFERENCE LIBRARY

46358 USE AND MAINTAIN PUBLICATIONS AND DIRECTIVES

52 FINANCIAL CONTROL

52007 MAINTAIN FINANCIAL AND PROPERTY CONTROL RECORDS

54 LOGISTICS SUPPORT

54636 REQUISITION SUPPLIES AND EQUIPMENT

54637 INVENTORY SUPPLIES AND EQUIPMENT

54638 MAINTAIN MOUNT-OUT BOXES

65 PERSONNEL SUPPORT

65002 RIG RELIGIOUS FACILITIES, EQUIPMENT AND LITURGICAL APPOINTMENTS

65003 SERVE AS SACRISTAN

65004 MAINTAIN RELIGIOUS MUSIC LIBRARY

65006 OPERATE AUDIOVISUAL EQUIPMENT

65008 MAINTAIN SHIPBOARD LIBRARIES

77 SECURITY

77001 ENSURE SECURITY OF CLASSIFIED MATERIAL

94 MECHANICAL MAINTENANCE

94621 CLEAN, OIL, AND MAKE MINOR OPERATING ADJUSTMENTS TO OFFICE AND AUDIOVISUAL EQUIPMENT

Figure II-1-9.—Occupational Standards for Religious Program Specialist Third Class.

RELIGIOUS PROGRAM SPECIALIST SECOND CLASS (RP2)

38 ADMINISTRATION

- 38619 ORGANIZE AND MONITOR
MAINTENANCE OF FILES
- 38620 CARRY OUT DISPOSAL,
STOWAGE, AND TRANS-
MISSION OF OBSOLETE FILES
AND RECORDS
- 38628 MAINTAIN A REPORTS CON-
TROL SYSTEM
- 38956 MAINTAIN TICKLER AND
CROSS-REFERENCE FILES
- 38968 REVIEW ENLISTED SERVICE
RECORDS FOR INFORMATION
SPECIFIED BY CHAPLAIN
- 38969 COORDINATE MAINTENANCE
OF RELIGIOUS FACILITIES
- 38970 PREPARE AND MAINTAIN A
DIRECTORY OF RELIGIOUS
PROGRAM RESOURCES

44 TRAINING

- 44001 INSTRUCT VOLUNTEER PER-
SONNEL IN RELIGIOUS
EDUCATION METHODS AND
USE OF RELIGIOUS EDUCA-
TION MATERIAL

52 FINANCIAL CONTROL

- 52008 PREPARE DOCUMENTS FOR
PROCUREMENT AND REIM-
BURSEMENT OF AUXILIARY
AND CONTRACT CHAPLAINS
- 52024 MAINTAIN OPERATING TAR-
GET (OPTAR) RECORDS AND
DEPARTMENTAL BUDGET
RECORDS

55 GRAPHICS

- 55001 PREPARE VISUAL PRESEN-
TATIONS

65 PERSONNEL SUPPORT

- 65011 ADVISE PERSONNEL OF PRO-
CEDURES FOR REQUESTING
REASSIGNMENT FOR HUMANI-
TARIAN OR HARDSHIP
REASONS
- 65016 ORGANIZE AND DISTRIBUTE
DEVOTIONAL, RELIGIOUS ED-
UCATION AND PUBLICITY
MATERIAL
- 65017 ADVISE PERSONNEL OF POLI-
CIES AND PROCEDURES
REGARDING USE OF RELI-
GIOUS FACILITIES AND
EQUIPMENT
- 65018 REHEARSE PERSONNEL FOR
LITURGICAL AND CEREMO-
NIAL ACTS
- 65500 ADVISE PERSONNEL OF NAVY
AND CIVILIAN AGENCIES
AVAILABLE TO ASSIST IN
RESOLUTION OF PERSONAL
PROBLEMS

77 SECURITY

- 77002 ENSURE SECURITY OF RELI-
GIOUS FACILITIES, EQUIP-
MENT AND SUPPLIES

Figure II-1-10.—Occupational Standards for Religious Program Specialist Second Class.

RELIGIOUS PROGRAM SPECIALIST FIRST CLASS (RP1)

38 ADMINISTRATION

38634 REVIEW COMPLETED JOB
ORDERS AND WORK REQUESTS

38866 ORGANIZE AND SUPERVISE
THE OPERATION OF THE
OFFICE OF THE CHAPLAIN

38867 COMPILE AND ANALYZE STA-
TISTICAL DATA RELATED TO
RELIGIOUS ACTIVITIES

38868 PROCESS EMPLOYMENT
APPLICATIONS OF AUXILIARY
AND CONTRACT CHAPLAINS
AND SUPPORT PERSONNEL

38869 PROCESS APPOINTMENT AND
CERTIFICATION OF LAY
LEADERS AND LAY
EUCCHARISTIC MINISTERS

38870 MAINTAIN AN ORGANIZA-
TIONAL LOCATOR OF LAY
LEADERS AND LAY EUCCHARIS-
TIC MINISTERS

38960 PREPARE CORRESPONDENCE
AND MESSAGES

38971 DRAFT DIRECTIVES

44 TRAINING

44002 SCHEDULE AND INSTRUCT
VOLUNTEER PERSONNEL IN
LITURGICAL FUNCTIONS

44007 INSTRUCT PERSONNEL IN
BASIC CUSTOMS AND TRADI-
TIONS OF MAJOR RELIGIONS

52 FINANCIAL CONTROL

52025 PREPARE DEPARTMENTAL
BUDGET

54 LOGISTICS SUPPORT

54602 DETERMINE REQUIREMENTS
FOR EQUIPMENT, SUPPLIES
AND EDUCATIONAL
MATERIAL

55 GRAPHICS

55002 ASSIST IN PREPARATION OF
DEVOTIONAL AND RELIGIOUS
EDUCATION MATERIAL FOR
“CIRCUIT-RIDING” MINIS-
TRIES

55003 DESIGN AND LAYOUT
PUBLICITY MATERIAL

65 PERSONNEL SUPPORT

65019 ADVISE PERSONNEL OF ORDI-
NANCES, SACRAMENTS, AND
RITES REQUIRED BY VARIOUS
RELIGIONS

Figure II-1-11.—Occupational Standards for Religious Program Specialist First Class.

**CHIEF RELIGIOUS PROGRAM SPECIALIST
(RPC)**

ADMINISTRATION

- 38788 REVIEW REPORTS, RECORDS, AND CORRESPONDENCE THAT REQUIRE OFFICIAL SIGNATURE
- 38871 ORGANIZE AND SUPERVISE THE ADMINISTRATIVE OFFICE OF MAJOR RELIGIOUS SUPPORT ACTIVITIES
- 38872 PREPARE AND PRESENT BRIEFINGS IN SUPPORT OF THE COMMAND RELIGIOUS PROGRAM
- 38873 MANAGE THE OPERATION OF RELIGIOUS FACILITIES

44 TRAINING

- 44009 INSTRUCT SUBORDINATE PERSONNEL IN RELIGIOUS EDUCATION METHODS
- 44010 INSTRUCT LAY LEADERS AND LAY EUCHARISTIC MINISTERS

52 FINANCIAL CONTROL

- 52026 SERVE AS CUSTODIAN OF CHAPEL FUNDS
- 52032 AUDIT CHAPEL FUNDS

54 LOGISTICS SUPPORT

- 54605 ANALYZE REQUIREMENTS FOR RELIGIOUS FACILITIES

**SENIOR CHIEF RELIGIOUS PROGRAM
SPECIALIST (RPCS)**

35 ADMINISTRATION

- 35101 ESTABLISH AND IMPLEMENT A PROGRAM FOR INTERVIEWING, EVALUATING, AND ASSIGNING PERSONNEL
- 35476 PROVIDE INFORMATION AND ADVISE ON UTILIZATION, CAPABILITIES, RELIABILITY, AND OPERATIONS IN OWN AREA OF RESPONSIBILITY
- 35540 PREPARE DIRECTIVES

44 TRAINING

- 44376 ORGANIZE AND SCHEDULE TRAINING PROGRAMS AND EVALUATE EFFECTIVENESS

65 PERSONNEL SUPPORT

- 65020 PROVIDE INFORMATION CONCERNING THE CHAPLAIN CORPS PROFESSIONAL DEVELOPMENT SYSTEM
- 65021 COORDINATE THE PUBLIC WORSHIP, DEVOTIONAL AND RELIGIOUS EDUCATION MATERIALS PROGRAM

**MASTER CHIEF RELIGIOUS PROGRAM
SPECIALIST (RPCM)**

35 ADMINISTRATION

- 35483 PLAN, ORGANIZE, IMPLEMENT, AND CONTROL ACTIVITIES IN COMPLIANCE WITH POLICY STATEMENTS, OPERATION ORDERS, AND DIRECTIVES
- 35491 FORECAST FUTURE REQUIREMENTS
- 35492 REVIEW PERSONNEL, EQUIPMENT, AND MATERIAL REQUIREMENTS
- 35493 ESTABLISH GOALS, OBJECTIVES AND PRIORITIES
- 35494 DETERMINE MOBILIZATION REQUIREMENTS
- 35495 EVALUATE RELIGIOUS PROGRAMS OF SUBORDINATE COMMANDS AND RECOMMEND IMPROVEMENTS

**51 MAINTENANCE PLANNING AND
QUALITY ASSURANCE**

- 51012 REVIEW PLANS FOR RELIGIOUS FACILITIES CONSTRUCTION

52 FINANCIAL CONTROL

- 52298 DEVELOP OPERATING BUDGETS AND MONITOR EXPENDITURES

Figure II-1-12.—Occupational Standards for Chief, Senior Chief, and Master Chief Religious Program Specialist.

RP DUTY STATIONS

RPs serve in a number of challenging environments. They are stationed at shore commands throughout the world in such places as Japan, the Philippines, Guam, Hawaii, Alaska, Great Britain, Spain, Italy, and many others. Stations in the continental United States include, but are not limited to, Norfolk, VA; Charleston, SC; Jacksonville, Orlando, and Key West, FL; Great Lakes, IL; Memphis, TN; Biloxi and Gulfport, MS; Corpus Christi, TX; San Diego and San Francisco, CA; and, Bremerton, WA. By far, one of the most rewarding and challenging tours for the RP is serving a tour of duty aboard ship. The RP may be assigned to aircraft carriers, cruisers, submarine tenders; supply ships; ammunition ships; repair ships; and many other types. Also, the RP may deploy with Mobile Construction Battalions (SEABEES) throughout the world. Finally, the RP may serve with Marine Corps units both in the continental United States and at overseas locations.

COMMAND RELIGIOUS PROGRAM JARGON

Jargon is generally defined as language that is peculiar to a particular trade or profession. Chaplains and RPs should be cautious when using language that may not be understood by individuals not closely associated with the chaplain and CRP. For example, the term

“Command Religious Program” should be used whenever appropriate to emphasize the “Command” nature of the religious program. Also, the term “Chaplain’s Office” should be avoided when referring to an entire chapel complex; the correct term is “Office of the Chaplain.”

“Command Chaplain” should be used instead of “Senior Chaplain” when referring to the chaplain who has been designated by the commanding officer to direct the operation of the office of the chaplain. “Command Chaplain” is a functional title while “Senior Chaplain” refers to a chaplain’s rank in relation to other chaplains.

SUMMARY

This introductory chapter contained information on the historical aspects of the Chaplain Corps and the Religious Program Specialist rating. Also, the general duties of the RP were described in terms of occupational standards.

The remainder of this module consists of four chapters. These chapters will be devoted to describing supply functions, operating targets, and accounting for nonappropriated chapel funds. As stated earlier, Module I (*Personnel Support*) and Module III (*Administration*) are currently under development for third and second class petty officers and will cover the occupational standards which were not addressed in this module.

